

Tips & Techniques

Issue No. 8
September 1994

Welcome to Microsoft Communiqué Tips & Techniques. There are separate issues of Tips & Techniques for the Macintosh and MS-DOS/Windows platforms. We trust that this makes it easier for you to find relevant tips quickly.

The topics in each version of Tips & Techniques are substantially the same, but readers of both versions will find platform-specific tips and techniques as well.

If you have a problem that you would like us to talk about in a future issue, please write to Microsoft Communiqué Tips & Techniques, PO Box 91, North Ryde NSW 2113.

Inside this Issue

- 1 Portrait and landscape pages in Word for Windows.
- 2 Adding compulsory fields to an Access 1.1 form
- 4 Near to critical: tailoring Microsoft Project 4.0 to filter tasks
- 6 Recovering deleted files with Undelete for Windows
- 7 Hints and tips
- 8 Quick tips for Microsoft Terminal



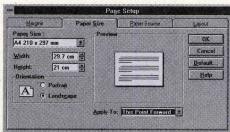
Windows & MS-DOS

Portrait & landscape pages in Word for Windows

Sometimes you may have one or two pages in a document that you want to print with a different orientation – for example if you need to fit in a wide table of figures, perhaps imported from Excel. You can do this easily in Word for Windows.

To create a document that begins in portrait orientation, has one landscape page, then returns to portrait, try this:

- 1 Create a new blank document, then press ENTER twice.
- 2 From the File menu, choose Page Setup. (In Word 2.0 for Windows, choose it from the Format menu.)
- 3 Choose the Paper Size tab (or click on Size and Orientation in Word 2.0 for Windows).
- 4 Choose Landscape.
- 5 In Apply To, choose This Point Forward. In Word 6.0 for Windows the dialog box looks like this:



- 6 Choose OK.

If you are in Normal view, you will see a section break. The text above it has the original section settings (i.e. portrait) and the text below has the new

section settings (landscape). If you aren't in Normal view, from the View menu choose Normal so that you can see the break.

- 7 Make sure the insertion point is below the section break, then press ENTER a couple of times.
- 8 To return the rest of the document to portrait orientation, repeat steps 2 to 6 but this time at step 4 choose Portrait.

Another section break is inserted into the document. All the text above it is landscape. All the text below it (from that point forward) is portrait.

- 9 If you move the insertion point through the document, you'll see the status bar change to show Sec 1, Sec 2 and Sec 3.
- 10 You can now use the Print Preview command to see the effects of the section breaks.

TIP

In Word 6.0 for Windows the simplest way to change text in an existing document to landscape it is to highlight all the text that you want in landscape, then from the File menu choose Page Setup.

Apply To is set to 'Selected Text'. Choose the Paper Size tab, choose Landscape, then choose OK.

Word inserts a section break above the landscape text and another one below it to return the rest of the document to portrait.

Adding compulsory fields to an

When you are designing a data entry form, you may want to make some fields on the form compulsory under all circumstances and others compulsory only if a specific value is entered in another field.

In this tutorial, you're going to create a table in a new Access 1.1 database in which you will store information about an organisation's creditors and then create a form, like the one in Figure 3, based on the table.

The Creditor ID and Name fields are compulsory in all circumstances. There is also a numeric field called Payment Method, which can contain two values, 'Cheque' or 'EDI' (Electronic Data Interchange). The code '1' represents 'Cheque' and 2 represents 'EDI'.

A person entering the data chooses 'Cheque' if the customer is to be paid by cheque or 'EDI' if the creditor is paid with a direct deposit into a bank account. If EDI is chosen, the BSB (which identifies the Bank, State and Branch) and Bank Account fields are compulsory. These are the branch and account into which electronic payments would be made.

The tutorial assumes that you know basic procedures in Microsoft Access such as creating tables, macros, forms and option groups on forms.

CREATING THE TABLE

- 1 Start up Access and create a new database called Tutorial.
- 2 Create a table which has the fields shown in Figure 1.

For the purposes of the tutorial, make sure that each field has the same data type shown here.

- 3 In the Field Properties for the BSB and Account fields, remove

FIGURE 1
the 0 which is Default Value.

You must do this because later you want to be able to test to see if the field is empty. The form would, by default, use the default values specified in the table and so would assume that there was data in the fields you were testing.

- 4 If you haven't already, select the Creditor ID row then click on the Primary Key icon to make Creditor ID the primary key.
- 5 Save the table and call it Creditors.
- 6 Close the table.

CREATING THE FORM

- 1 Create a form based on the Creditors Table using a Form Wizard. Choose the following options as you work through the wizard:

Access Wizard Type: Single-Column
Field Order on Form: Click on to choose all the fields in their default order
Kind of Look: Standard
Form Title: Creditors Data Entry form

- 2 Choose Design to open the form and edit it.

It should look similar to Figure 2.

- 3 Select Payment Method then delete it and create an option group with two options, as shown in Figure 3.

'Cheque' has the value 1 and 'EDI' has the value 2.

FIGURE 2

FIGURE 3

If you are not sure how to create an option group, use the Cue Cards.

- 4 Save the form and call it Creditors.

CREATING THE MACRO

You now have to create a macro that will be executed by the form's Before Update property. Typically this would happen when a user presses ENTER after recording a value in the last field on the form or presses the Next Record icon at the bottom of the form.

The macro does not need to check that Creditor ID has a value because this is a counter field and it is also the primary key. It must check that there is a value in the Name field and it must check that, if the value in Payment Method is 2, there is a value in BSB and Account. It will check BSB and Account separately so that the message that appears and the action Access takes can be customised

Access 1.1 form

for each specific field.

- 1 From the Window menu, choose Database then click on the Macro button.
- 2 Choose New to create a new macro.
- The macro window opens.
- 3 Click on the Condition button to add a Condition column.
- The first condition to test for is whether there is a value in the Name field.
- 4 To test that Name is valid, type the following:

```
IsNull([Name])
```

This expression says, 'Do what is in the Action column if there is no value in the Name control.'

- 5 In the Action column, choose MsgBox.
- 6 Set this action's properties to be the following:

Message: You must enter a name!
Beep: Yes
Type: Warning
Title: Creditors Data Entry form

You now have to tell Access what to do once the user clicks OK after reading the message. The first action will be to cancel the event (i.e. the attempted update). The second action will go to the Name control so that the insertion point is positioned where the missing data must be typed. The third action is to stop the macro.

- 7 In the Condition column, type ... (three dots, signalling an ellipsis) in rows 2, 3 and 4, to indicate that you are going to enter three more actions, all of which are dependent on the same condition.
- 8 In the Action column on row 2, choose CancelEvent.
- 9 In the Action column on row 3, choose GoToControl.
- 10 In the Control Name argument

type Name.

- 11 In the Action column on row 4, choose StopMacro.

After checking that there is a name, you want the macro to check whether the value in Payment Method is EDI (i.e. 2) and, if it is, whether there is a value in BSB. If there isn't a value in BSB, you want to force the user to enter one.

- 12 Click on the next free line in the Condition column, then press Shift + F2 to open the Zoom window.
- 13 Type the following:

```
[Payment Method]=2 And IsNull([BSB])
```

This expression says that if the value in Payment Method is 2 and there is no value in the BSB field, do whatever is specified in the Action column.

- 14 Choose OK to close the Zoom window, then click in the Action column and choose MsgBox.
- 15 Set this action's properties to be the following:

Message: You must enter the BSB if the Payment Method is EDI!
Beep: Yes
Type: Warning
Title: Creditors Data Entry form

- 16 Type ... in the next three cells in the Condition column.
- 17 In the Action column on row 6, choose CancelEvent.
- 18 In the Action column on row 7, choose GoToControl, then in the Control Name argument type BSB.
- 19 In the Action column on row 8, choose StopMacro.

Finally, you want to check that there is a value in the Account field. Because it is so similar, you can copy the BSB check, paste it into the macro, then edit it.

- 20 Highlight the four rows you have just entered, then from the

Edit menu choose Copy.

- 21 Click at the start of the 9th row, then choose Paste.
- 22 Now, edit the condition in row 9 so that it says:

```
[Payment Method]=2 And IsNull([Account])
```

- 23 Click in the MsgBox Action column on the same row and change the Message to 'You must enter the Bank Account number if the Payment Method is EDI'.
- 24 Click in the GoToControl Action, then change the Control Name argument to Account.

Your macro should look similar to Figure 4.

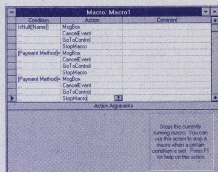


FIGURE 4

- 25 You should now enter some remarks in the Comment column to remind you what each line of the macro does.
- 26 Close the macro and, when prompted, call it Validate Creditor Data Entry.

ATTACHING THE MACRO TO THE FORM'S BEFORE UPDATE PROPERTY

- 1 From the Window menu, select the open form.

You now have to attach the macro to the BeforeUpdate property of the form.

- 2 From the Edit menu, choose Select Form.
- 3 If the form properties are not already visible, click on the

CONTINUED ON PAGE 4

- Properties icon.
- 4 Click in the Before Update property, then choose the Validate Creditor Data Entry macro.
- 5 Save the form.

TESTING THE MACRO

- 1 Switch from Form Design view to Form view and then, to test the macro, click on the radio button to select EDI.
- 2 Click on the Next Record button to try to move to the next record.

Notice that the warning in Figure 5 appears and when you choose OK, the insertion point is positioned in the Name field.

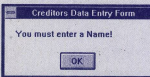


FIGURE 5

- 3 Enter a value in the Name field and try to move to the next record again. You'll receive another error, this time requesting a BSB.

Only when you have entered a BSB and a Bank Account will you be able to proceed to the next record. Try entering another record, enter a name but this time choose Cheque. You should be able to proceed to record 3 without having to enter a BSB or Bank Account number.

Mail hint

When you log on to Mail, your new mail may not be delivered automatically if the default value in your MSMAIL.INI file asks for it not to be delivered on start up. Add this line to your MSMAIL.INI file in the [Microsoft Mail] section: `NewMsgsAtStartup=1`. Your messages will now be delivered automatically when you log on to mail.

Near to critical: tailoring

One of the strengths of Project 3.0 for Windows and Macintosh and Project 4.0 for Windows is the degree to which you can tailor the environment to meet the particular needs of your project.

Take tasks that are on the critical path, for example. It is essential for every project manager to keep a close eye on tasks that are currently critical. (These are tasks which, if delayed, would lead to a delay in the project completion.)

But quite often in real-world projects, the tasks that cause project managers just as many problems are those that are near to being critical.

This is where the use of filters comes in handy. Project not only allows you to apply a number of filters that are already defined for you, but it also allows you to define your own.

There is a filter supplied that allows you to display all tasks that are currently critical, but there isn't a filter that allows you to display tasks that are close to being critical. This is partly because 'close' will vary depending on the duration of your project.

DIFFERENCES IN PROJECT 3

This tutorial can also be completed using Project 3 for Windows but there are some minor differences. The filters are grouped in their own menu in Project 3. It is called Filters. In the Filters menu, instead of looking for a More Filters option, look for Define Filters. When you switch to the PERT view, choose Zoom Out from the Format menu rather than choosing Zoom from the View menu.

This tutorial takes you through the steps of applying an existing filter and then defining your own filters.

CREATING YOUR PROJECT

- 1 Start Project 4.0 for Windows and enter 6 tasks called Task 1 to Task 6. Give each task a duration of 1 day.
- 2 Highlight from Task 1 down to Task 4 and then click on the Link button or from the Edit menu choose Link Tasks.
- 3 Click on Task 1, then hold down the CTRL key and click on Task 5, then Task 6. Click on the Link button again or from the Edit menu choose Link Tasks.

Your Gantt display will look similar to Figure 1, depending on the timescale and layout type you have selected.

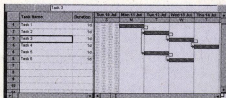


FIGURE 1

- 4 From the View menu choose PERT Chart.

The tasks and their links are displayed. You are now going to link Task 6 to Task 4 (this is not as easy to do in the Gantt view).

- 5 From the View menu choose Zoom, then choose the Entire Project option. Choose OK.

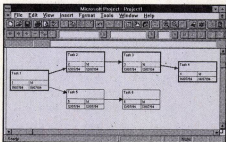


FIGURE 2

Microsoft Project 4.0 to filter tasks

Your PERT chart is displayed.

- 6 Click in the middle of Task 6 and drag to the middle of Task 4.

Notice that the tasks are now linked and all are on the critical path because a delay in any one of the tasks will cause a delay in the completion of the project.

- 7 From the View menu choose Gantt Chart. Change the duration of Task 2 to two days.

You are now going to check which tasks are on the critical path by applying a filter.

APPLYING A FILTER

- 1 From the Tools menu choose the Filtered For fly-out menu. Choose Critical.

Only the first four tasks are now displayed. Notice also that the filter name (Critical) appears in the Formatting toolbar. This is another means of applying a filter.

- 2 Click on the drop-down arrow on the right side of Critical and select All Tasks (it is at the top of the list).

All the tasks are displayed. To check that the tasks that were displayed really were on the critical path, you are going to display two different columns in your Gantt table.

- 3 Move the mouse onto the divider between the table and the chart and drag to the right so that you can see the columns Start and Finish.

- 4 Double-click on the Start column header.

The Column Definition dialog box is displayed.

- 5 Click on the Field Name field, then press the letter C.

The list scrolls to the first entry beginning with the letter C.

- 6 Scroll down until you find

Critical, click on it, then choose OK.

Notice that a new column is displayed and that the word Yes appears for each task that is on the critical path.

- 7 Double-click on the Finish header and repeat the process to choose the Total Slack field.

Notice that the last two tasks have a total slack of one day. This means that if they are delayed by up to one day they will have no effect on the completion date of the project.

CREATING A FILTER

You are now going to define a filter of your own that checks to see if a task has less than a certain amount of Total Slack.

- 1 From the Tools menu choose Filtered For and then choose More Filters.

The More Filters dialog box is displayed along with a list of the existing filters.

- 2 Click on New to define a new filter.

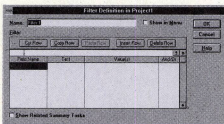


FIGURE 3

The Filter Definition window is displayed.

- 3 In the Name field type Near Critical.
- 4 Click in the Field Name column just under the header.

A drop-down arrow appears on the right side of the Entry Bar.

- 5 Click on the drop-down arrow and a list of field names is displayed. Type T and then scroll down to Total Slack. Click on Total Slack.
- 6 Click in the Test field and then

click on the down arrow in the Entry Bar.

The choices you can make in this field are displayed.

- 7 Choose Less.
- 8 Click in the Values field and type 2.
- 9 In the And/Or field choose And.

You are now going to add an extra condition to eliminate the tasks that have slack of zero because these are critical tasks.

- 10 Click in the Field Name column just under the Total Slack entry.
- 11 Click on the drop-down arrow and a list of field names is displayed. Type C and then scroll down to Critical. Click on Critical.
- 12 Click in the Test field and then click on the down arrow in the Entry Bar.
- 13 Choose Not Equals.
- 14 Click in the Values field and type Yes.
- 15 Check the Show in Menu option and then choose OK.

You are returned to the More Filters dialog box.

- 16 Choose Highlight.

The tasks are all displayed but those that meet the filter condition are highlighted.

Hiding slides in PowerPoint 4

If you want to hide a particular slide in your PowerPoint 4.0 presentation, switch to that slide and then choose Hide from the Tools menu.

Note: This will take effect only if you run the presentation from the beginning of the slide show. It would not take effect if you were in Slide view, marked the slide as hidden and then clicked on the Slide Show button.

Recovering deleted files with Undelete for Windows

The moment when you've just accidentally deleted an important file isn't the best time to learn how to use Undelete for Windows, the utility which is supplied with MS-DOS 6. It's better to be familiar with Undelete before you need it.

When Undelete for Windows is installed, it is configured at the lowest of three levels of protection, called standard protection. At its lowest level, Undelete for Windows is able to recover deleted files provided that the space where they were located has not been used to save other files. Even at this lowest level, MS-DOS offers you good protection in situations when you immediately realise you've deleted a file and can do something about it at once.

If you want more extensive protection, use another Undelete configuration - Delete Sentry or Delete Tracker. For information about them, refer to your MS-DOS 6 documentation or type **HELP UNDELETE** at the MS-DOS prompt.

This tutorial assumes that you know how to create directories and files. If you don't, you may need some help with the first two steps.

- 1 Use the File Manager to create a new directory, which is a sub-directory of the root directory.

In the examples used in this tutorial, it's called **TEST**.

- 2 Use any application, for example Word for Windows or Excel for Windows, to create three files and save each one in the directory you've created.

In the examples they are called **DOC1.DOC**, **DOC2.DOC** and **DOC3.DOC**.

- 3 Return to the File Manager and select the root directory.
- 4 In the directory tree, highlight the directory you just created.
- 5 Check carefully to make sure

you have the correct directory.

- 6 Press **DELETE** to delete the directory (and the three files as well).

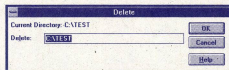


FIGURE 1

You'll see a screen like this:

Check again to make sure

- you are about to delete the directory you just created!
- 7 Choose **OK**.
 - 8 Depending on your File Manager confirmation options, you may be asked to confirm that you want to delete the directory. If you are, choose **Yes**. You may also be asked to confirm that you want to delete the files. If so, choose **Yes to All**.
 - 9 Now, from the **File** menu choose **Undelete**.

Microsoft Undelete starts.

- 10 Choose **Drive/Dir** to select the directory in which the directory you deleted is located. (In this case, it's the root directory.)

(If you had deleted a file and not the directory as well, you would at this stage select the directory in which the file was located. In this case though, you have to undelete the directory first, before you can locate and undelete the deleted files.)

- 11 Choose the **[...]** option until you're returned to the root directory (which is **C:**). Then choose **OK**.
- 12 Scroll down the list until you find the deleted directory. Depending on the delete method you're using, the first letter may be missing. That's the case in Figure 2. You'll also notice that the chances of undeleting the directory are excellent. That's not surprising, because you haven't created other files.
- 13 Click once on the deleted

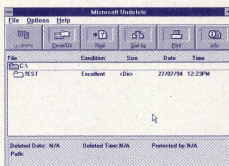


FIGURE 2

directory to select it.

- 14 Choose **Undelete**. Because there's a missing letter, you're asked to supply a new first letter. If, as in this case, you know the correct letter, you can type it. If you are not sure what the letter is, type any letter. You can rename the directory or file later if necessary.

- 15 If you're asked to type a first letter, type **T** then choose **OK**.

You're advised that the directory has been recovered.

- 16 Now, select **Drive/Dir** again. Select the recovered directory and then choose **OK**.

You'll see a window like the

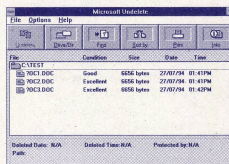


FIGURE 3

one in Figure 3, which shows the three deleted documents.

- 17 Choose each file (either by clicking or marking them by pressing the **Space bar**).
- 18 Choose **Undelete**.
- 19 For each file, type the first letter of the file name, which is **D**, and then choose **OK**.

All the deleted files have now been recovered.

- 20 From the **File** menu, choose

Backing up settings files

Many users adopt the practice of regularly backing up their data files and not their applications files. This makes good sense because you can easily reinstall applications using the original disks if you suffer the unfortunate experience of a hard disk crash.

However, you can save yourself some time when you are restoring applications if, as well as backing up your data files, you also regularly back up the files that contain your preferences and settings.

Some examples are:

- Back up all the files in your Windows directory with the .GRP extension to save your Program Manager settings (that is, all your program groups and icons).
- Back up all the files in your Windows directory with the .ini extension to save settings files. Some of these .ini files, for example win.ini and system.ini, are created by Windows itself and provide system-wide information. Others are specific to particular applications, for example winword6.ini or excel5.ini.
- Learn what special files your application creates. For example, as well as its .ini file, Excel creates a toolbar file if you have customised your toolbar or (in Excel 5) created any lists. Excel 5 calls it excel5.xlb.

If you've stored any Excel 4 macros in the Global Macro sheet, you should backup global.xlm. If you've stored any Excel 5 Macros in the Personal Macros workbook, you should backup the personal.xlm file.

If your application allows you to create customised dictionaries, you should find out

where they are located and back them up too.

For example, depending on the configuration of Word 2.0 for Windows, if you have created any custom dictionaries, they are probably in the windows\msapps\proof directory. Custom dictionaries have the extension .dic.

In Word 6.0 for Windows, you can find out where your custom dictionaries are using Tools Options file Locations. Word 6.0 for Windows custom dictionaries also have the extension .dic.

Spell checking in Word for Windows

When you are spell checking in Word 2.0 or 6.0 for Windows, sometimes you will see a situation which you cannot fix from within the Spelling dialog box. An example is if you accidentally type 'wit hthis' instead of 'with this':

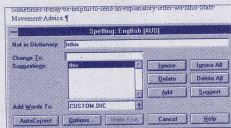


FIGURE 1

When you are spell checking, the first word 'wit' will pass because it is correctly spelled, even if it is not the word you wanted, but the second one will fail.

You can use the Spelling dialog box to fix the second word but, if you then proceed with the spell check you will

have to remember to go back to fix the first one. If two or three circumstances like this occur, unless you write them all down or are very young and still have plenty of brain cells, it's very difficult to remember all the things you have to check again. Alternatively, if you close the Spelling dialog box, fix the problem and then re-start the spell check, you'll lose any 'Change All' or 'Ignore All' words you may already have selected.

There is a simple solution though, one which you may not be aware of. When the Spelling dialog box is the active window, you are not constrained within it. In the example above, when you notice that the first word is incorrect, do the following:

- 1 Click in the text area outside the dialog box and add an 'h' to 'wit'.
- 2 Notice that all the options in the Spelling dialog box, except Start and Cancel, are greyed out but the dialog box is still present. Figure 2 shows this in Word 6.0 for Windows.

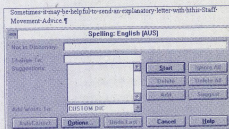


FIGURE 2

- 3 When you've made your changes, click on Start to resume the spelling check.
- 4 Choose 'this', which Word suggests, to correct the second misspelling.

Word will continue with the current spell check.

In Word 6.0 for Windows, you can also temporarily click outside the Find or Replace dialog boxes too.

Quick tips for Microsoft Terminal

MAKING YOUR PHONE PAUSE WHILE DIALLING

Some telephone systems, particularly PABXs, require a delay between numbers. For example, you might dial 0, have a delay, then dial the number you want.

You can force Microsoft Terminal to delay when it dials. From the Settings menu, choose Phone Number.

The Phone Number dialog box appears (Figure 1).

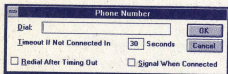


FIGURE 1

- 2 In the Dial box, type the number you want to dial. Insert a comma where you want the delay.

If you are using a Hayes-compatible modem with its default settings, a comma inserts a delay of approximately 2 seconds. If you want a longer delay, type an extra comma.

- 3 Choose OK.

ADDING ICONS TO THE PROGRAM MANAGER FOR DIFFERENT TERMINAL SETTINGS

By default, if you double-click on Terminal it opens a new document. You then have to use the File menu to open the Terminal document containing the settings with the telephone number you want to dial.

Here's a simple way to make a settings file appear as an icon in the Program Manager.

- 1 If necessary, create the Terminal settings you want to make available (telephone number, baud rate, etc.) and then save the settings file, giving it a name that reflects its function, for example austpac.trm.

- 2 Exit from Terminal.
- 3 Arrange your desktop so that the File Manager and the Program Manager are visible, as here (i.e. they must not be minimized):

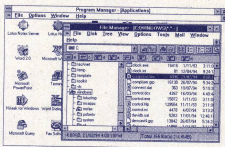


FIGURE 2

- 4 In the File Manager, make sure that you can see the terminal settings document.
- 5 In the Program Manager make sure that the group window where you want the Terminal settings file to appear is open.
- 6 With the left mouse button, click and drag the Terminal setup document on to the Program Manager window.

When you release the mouse button, you'll see an icon for the Terminal settings and, by default, its name will be whatever you called the Terminal document, as in Figure 3.



FIGURE 3

- 7 If you want to change the name of the icon, make sure it is selected. Then from the File menu choose Properties.
- 8 In Description, type a new name, then choose OK.

Now if you double-click on this icon it will start Terminal but automatically load the settings you want.

If you use Terminal to access more than one remote system, you could have an icon for each one.

This Communiqué Tips & Techniques publication is one of the many benefits included in the Microsoft Communiqué program. As a Communiqué member you will receive 11 issues a year of the Communiqué magazine, Australia's most widely-read personal computer magazine.

You will get priority service on our toll-free Sales Information Centre lines. And for every Microsoft application upgrade that you purchase, you will receive up to \$30 off. Plus there are discounts on computer training courses, invitations to Microsoft events, and much more. Microsoft Communiqué is the one program that makes all your others easier.

To join for just \$40, call the Microsoft Sales Information Centre on (02) 870 2100.